

BOARD OF SUPERVISORS

Brown County



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PUBLIC SAFETY COMMITTEE

Andy Nicholson Chair
Tom De Wane, Vice Chair
Bill Clancy, Carole Andrews, Andy Williams

PUBLIC SAFETY COMMITTEE

Tuesday, October 20, 2009

10:00 a.m.

**Room 200, Northern Building
305 E. Walnut Street**

***PLEASE BRING BUDGET BOOK* (COMBINED BUDGET & REGULAR MEETING)**

- I. Call meeting to order.
 - II. Approve/modify agenda.
 - III. Approve/modify minutes of October 7, 2009.
-
1. Review minutes & reports of:
 - a) Criminal Justice Coordinating Board (9/29/09).
 - b) FoxComm User Technical Committee Meeting Minutes (6/17/09).

Public Comments

****BUDGET REVIEW****

REVIEW OF 2009 DEPARTMENT BUDGETS

Circuit Courts/Clerk of Courts

2. Review of 2010 department budget.

District Attorney

3. Review of 2010 department budget.

Medical Examiner

4. Review of 2010 department budget.

Public Safety Communications

5. Review of 2010 department budget.

Sheriff

6. Review of 2010 department budget.

Regular Part of Meeting

Public Safety Communications

7. Review and Approve RFP for the Radio Consultant.
8. CAD Project Update.
9. Budget Adjustment Request (#09-92): Increase in expenses with offsetting increase in revenue (see attached for details).
10. Budget Adjustment Request (#09-93): Increase in expenses with offsetting increase in revenue (see attached for details).
11. Budget Adjustment Request (#09-94): Increase in expenses with offsetting increase in revenue (see attached for details).
12. Budget Adjustment Request (#09-95): Increase in expenses with offsetting increase in revenue (see attached for details).

Sheriff

13. Grant Application Review (#09-38): JAG Recovery Act – Drug Task Force Grant.
14. Review and Approve RFP for the Laundry Management Services.
15. Resolution re: Approving new or Deleted Positions During the 2010 Budget Process (Sheriff's Department).
16. Resolution re: Change in Table of Organization Sheriff's Department (Transfer Accountant position from the Sheriff's Department to the Department of Administration.)

District Attorney No agenda items

Circuit Courts No agenda items

Clerk of Courts No agenda items

Emergency Government No other agenda items.

Medical Examiner No agenda items.

Teen Court No agenda items.

Other

17. Audit of bills.
18. Such other matters as authorized by law.

Andy Nicholson, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
PUBLIC SAFETY COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Public Safety Committee** was held on Wednesday, October 7, 2009 at the Northern Building Room 200, 305 E. Walnut Street, Green Bay, WI.

Present: Carole Andrews, Bill Clancy, Tom DeWane, Andy Nicholson, Andy Williams.
Excused:
Also Present: Supervisor Krueger, Jayme Sellen, Sarah Belair, Don Hein, Dennis Kocken, J.D. McKay, Lisa Wilson, Jim Nickel, Cullen Peltier, Beth Rodgers, Susan Tilot, John Zakowski, and Other Interested Parties.

(Although shown in proper format here, items were taken out of order.)

- I. **Call Meeting to Order:**
The meeting was called to order by Vice Chair DeWane at 5:01 p.m.
- II **Approve/Modify Agenda:**

Motion made by Supervisor Clancy and seconded by Supervisor Andrews to move up Circuit Courts Items #4 and #5 and Clerk of Courts Items #14 and #15. MOTION APPROVED UNANIMOUSLY.
- III. **Approve/Modify Minutes of August 25, 2009 and September 2, 2009:**

Motion made by Supervisor Andrews and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY.

(Chair Nicholson arrived at 5:03 p.m.)

(Item No. 4 was taken next.)

1. **Review Minutes and Reports of:**
 - a. **Emergency Medical Services Council (8/19/09).**
 - b. **Fire Investigation Task Force (5/28/2009).**
 - c. **Fire Investigations Task Force Board of Directors (5/21/2009).**
 - d. **FoxComm Fiscal Advisory Board (9/3/2009).**

Motion made by Supervisor Andrews and seconded by Supervisor DeWane to take 1 a-d together. MOTION APPROVED UNANIMOUSLY.

Motion made by Supervisor Andrews and seconded by Supervisor DeWane to receive and place and place on file 1 a-d. MOTION APPROVED UNANIMOUSLY.

Communications:

2. **Communication from Supervisor Erickson re: Brown County should look at having drug offenders register their current addresses so residents have knowledge of who is living in their neighborhoods. (Referred from September County Board.)**
Supervisor Clancy stated that Supervisor Erickson had to be at another meeting and asked Supervisor Clancy to speak on this Communication. Supervisor Clancy continued by saying Supervisor Erickson was asked if drug offenders' addresses could be

registered like sexual predators' addresses. Supervisor Clancy continued by asking who could research this to see how this could be accomplished and if it would be legal. Supervisor DeWane said he likes the idea but wondered if this would compromise Drug Task Force investigations.

Supervisor Clancy asked Supervisor Williams whether this would be feasible after conviction. Supervisor Williams stated that this would require cooperation from the circuit courts, the courts, the D.A.'s office, or the Sheriff's Dept. He continued by saying the value for this is sometimes misplaced.

Supervisor Williams explained that sometimes people who may not be guilty are convicted and that sometimes people enter deals. He said it could end up being "an impediment to getting cases resolved, because people will know that their names are going to be put out there on a website." He stated that he really did not think this action would be a deterrent to those who want to obtain drugs; "it's not going to stop some crack addict from going out and buying more crack."

Supervisor Williams added that this could affect landlords as well; because a landlord could be accused of opening a drug house if the landlord rented to someone on a list of drug offenders. This could add to the homeless situation in the county. He concluded by saying, "To me it seems like a pretty big spider web and the chances of it getting all messed up are pretty good."

Supervisor DeWane reiterated that sometimes those who are convicted re-offend after release; and this could interfere with the Drug Task Force operations. Supervisor DeWane asked Sheriff Kocken his thoughts. Sheriff Kocken said it would not be appropriate to register anyone until he/she is convicted. He also cautioned that incorrect addresses could be reported, because drug offenders relocate frequently, which means that addresses of innocent parties could be on a list that was previously distributed.

Supervisor Williams stated that the only scenario he could see for it to work would be to work in conjunction with the Department of Corrections for persons on probation; because the address must be current for persons on probation. He said maybe it should be known who is on probation; however, he expressed concern about who would maintain and keep that information current.

Chair Nicholson said about 20 years ago the Press Gazette (when locally owned) published a list of convictions, but he does not know why it was discontinued.

Supervisor Andrews asked whether or not having someone who deals drugs in the neighborhood would be equivalent to having a sexual predator in the neighborhood with regard to the predatory nature of each; she said before making a decision, she would need to understand the psychology of this.

Motion made by Supervisor Andrews and seconded by Supervisor Clancy to refer to the Criminal Justice Coordinating Board.

Supervisor Williams expressed concern that this might not fit into the mission of the Criminal Justice Coordinating Board. He said basically this is a coordinating board charged with the mission of identifying issues in the community and coordinating the agencies to respond.

Sheriff Kocken said he thinks the best way to accomplish this would be to have addresses registered for those on probation.

Motion was withdrawn by Supervisor Andrews and Supervisor Clancy.

Motion made by Supervisor DeWane and seconded by Supervisor Andrews to have Chair Nicholson contact the Press Gazette. MOTION APPROVED UNANIMOUSLY.

Chair Nicholson added that he would also contact Supervisor Erickson for input.

3. **Communication from Supervisor Scray re: Review BC requirements of ID when applying for any Social Services from the County. Discuss the possibility of making Brown County requirements of ID stricter to prevent fraud. (Referred from August County Board):**

Chair Nicholson said Supervisor Scray contacted him and indicated that she was still researching this matter.

Motion made by Supervisor DeWane and seconded by Supervisor Williams to hold for one month. MOTION APPROVED UNANIMOUSLY.

(Item No. 6 taken next.)

Circuit Court:

4. **Budget Status Financial Report for August 31, 2009:**

Judge McKay made the following statement:

"The first thing I want to tell the Committee is that I appreciate the opportunity to be here, but the first thing I want to tell the Committee is that at first I wasn't even going to come; because there really is no reason as far as I'm concerned to be here. So this will be very brief and direct. I'm not here to debate anything, and I'm not here to discuss anything. You and the rest of the county government know that the court system has been very cooperative in the budgetary process. That's not gonna change. We understand the financial difficulties that currently affect the entire structure of government; and to even suggest that we don't would be an insult. The court system is not a department of county government; I'm not a department head. Under no circumstances will the courts permit this Committee or any committee for that matter to micromanage the operation of the judicial branch of government. To do so would be unconstitutional and would be an invasion of the separation of powers. It's very simple: You do your job; we'll do our job. I want to thank you for being here, and that's the end of the discussion."

At this point Judge McKay and Lisa Wilson, Clerk of the Courts, left the meeting without any response from the Committee.

Motion made by Supervisor Nicholson and seconded by Supervisor Williams to deny Items No. 4 and No. 5.

Motion made by Supervisor Williams and seconded by Supervisor Nicholson to receive and place on file the Budget Status Financial Report. MOTION APPROVED UNANIMOUSLY.

(Item No. 5 taken next.)

5. **Request for Budget Transfer (#09-56): Interdepartmental Transfer: Request to cover the Circuit Courts 1-8 2008 deficit in the amount of \$72, 759. (Referred from September County Board with a motion to suspend the rules to refer back to Committee and to have the respective department heads to present new ways to stay within the budget for 2009.):**

Motion made by Supervisor Williams and seconded by Supervisor Nicholson to receive and place on file. Vote taken. Ayes: 4 (Clancy, DeWane, Nicholson, Williams); Nays: 1 (Andrews). MOTION APPROVED.

(Item No. 14 was taken next.)

District Attorney:

6. Monthly Drug Criminal Complaint Numbers (standing item):

John Zakowski, District Attorney, introduced the newest drug prosecutor Sarah Belair from Manitowoc County. He said she joined the D.A.'s office about 3 weeks ago after an extensive search for a replacement for Beau Legois.

D.A. Zakowski presented and reviewed the report of drug charges (copy attached). He indicated that there may be some "tweaking" to this report, but "quite frankly, there's a wealth of information."

Chair Nicholson asked Susan Tilot, Administrative Supervisor, what percentage of the backlogged cases has been cleared; Ms. Tilot replied that currently this is at 80-81 percent. She expressed confidence that Ms. Belair will make progress in this area.

Motion made by Supervisor DeWane and seconded by Supervisor Andrews to receive and place on file. MOTION APPROVED UNANIMOUSLY.

7. Request for Budget Transfer (#09-57): Interdepartmental Transfer: Request to cover the 2008 deficit of \$40,362. (Referred from September County Board with a motion to suspend the rules to refer back to Committee and to have the respective department heads to present new ways to stay within the budget for 2009.):

Ms. Tilot explained that \$25,773 represents four Legal Assistant I positions that were reclassified to Legal Assistant II positions. She said all of these employees were performing the same functions, which helps with cross-training and allows the employees to "do each other's job." She indicated that this does not happen every year and that the last time the jobs were reclassified was 2001.

Chair Nicholson asked why jobs were reclassified during the middle of a budget cycle. D.A. Zakowski explained that this request was made and then time elapsed before Human Resources finished processing the request. Ms. Tilot confirmed that the request was made before the budget process and not approved until after the budget process; she estimated that this request was made in November or December of 2007. Supervisor Krueger added that it is not uncommon for a reclassification to take 2 or 3 years. Supervisor DeWane said in the past he has made requests in order to learn why this procedure had taken so long.

Ms. Tilot reported that "Paper Service" was over by \$14,500 which was based upon the past year's figures. An RFP is done every 2 years and is scheduled to be done this year; the price point for paper service will be reviewed at that time.

D. A. Zakowski added that the attempt is being made in the D.A.'s office to reduce the number of subpoenas; therefore, the cost for paper service could have been higher. He indicated that there is an ongoing focus to reduce costs in that area. He added that these costs can be affected by the types of cases being prosecuted, and types of cases are unknown in advance.

Motion made by Supervisor DeWane and seconded by Supervisor Andrews to move \$40,362 out of the general fund to cover the Budget Transfer #09-57 as listed in that document. MOTION APPROVED UNANIMOUSLY.

Teen Court:

8. August 2009 Teen Court Stats:

Lois Mischler stated there had been a dip in referrals in August and they were climbing back up ironically in September. She stated she had heard from Ashwaubenon and they have two cases. She thanked Nicholson for his help. Year to date they have completed 57 cases with 51 being successful. 89% of the cases have been successfully discharged. Nicholson questioned what the six individuals that did not get through the program were charged with; Mischler will bring that info back.

Supervisor DeWane questioned Mischler's opinion on how much this program is needed. Mischler stated she felt it was a unique, successful program. She recognizes all the challenges and stated that there is no other program like it.

Motion made by Supervisor Clancy and seconded by Supervisor Andrews to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Sheriff:

9. Key Factor Report for October 2009 and Jail Average Daily Population by Month and Type for the Calendar Year 2009:

Motion made by Supervisor DeWane and seconded by Supervisor Andrews to receive and place on file. MOTION APPROVED UNANIMOUSLY.

10. Budget Status Financial Report for August 31, 2009:

Supervisor Williams questioned how many Federal inmates were being budgeted for this coming budget year. 15 inmates for 2010, 30 were for 2009 which is significantly lower than the 70 in 2008.

Nicholson questioned if Sheriff Kocken was aware of Attic Correctional Services, Inc. and stated they may be planning on bringing in federal inmates into the area and into their facility. Nicholson questioned the possibilities of the Sheriff's department supervising the electronic monitoring of those federal inmates to bring the numbers up. Kocken stated that they are at a point where they could handle a few more in their jail with 30 being the max. Kocken will contact the Marshall's office.

Kocken stated that the Department of Corrections (DOC) is having a hard time finding housing for people that could be out, and if they can't find housing, they end up in jail. Nicholson felt there was info that was not being presented. Sexual offenders go in front of the board at the city level and when they are turned down they go to jail. He stated there are places/beds for these people. Kocken questioned why the DOC is not finding these places; Nicholson responded that that was a good question and they have been asked that and have had no answers and that this will be brought up at the city level. Supervisor Clancy asked that the Sheriff come back with a report or an update with regards to this.

Motion made by Supervisor DeWane and seconded by Supervisor Andrews to receive and place on file. MOTION APPROVED UNANIMOUSLY.

11. Request for Budget Transfer (#09-58): Interdepartmental Transfer: Request to cover the Sheriff's 2008 deficit in the amount of \$1,034,553. (*Referred from September County Board with a motion to suspend the rules to refer back to Committee and to have the respective department heads to present new ways to stay within the budget for 2009.*):

Sheriff Kocken felt quite confident that this year will be much better than the last.

Sheriff Accountant, Don Hein, reiterated the memo from May 20, 2009 that was located in the packet.

Nicholson stated he would only support \$657,866 out of the \$1,034,553.

Motion made by Supervisor Andrews and seconded by Supervisor Clancy to approve the budget transfer. Ayes: 5 (Andrews, Clancy, DeWane, Williams); Nays: 1 (Nicholson). MOTION CARRIED.

12. **Request for Budget Transfer (#09-80): Increase in Expenditures with Offsetting Increase in Revenue:**

Motion made by Supervisor DeWane and seconded by Supervisor Andrews to approve. MOTION APPROVED UNANIMOUSLY.

13. **Sheriff's Report:**

Kocken report on the following:

- Beginning next year there will be a new laundry service and they are in the process of getting an RFP out. He felt comparable that costs will be less.
- Today in court a person was found guilty of a crime from 15 years ago which involved the Quick Mart at 54 and T in New Franken, WI. The person beat the clerk and ran away. They ended up calling the K-9 and the K-9 ended up finding the pipe and scarf that the person used and on the scarf was some hair. Through capturing DNA a person was convicted of attempted murder in court today.
- Last week an inmate died at the hospital from congesting a large amount of cocaine. They have concluded their investigation and will recommend charges against another inmate for providing the cocaine.

Clancy questioned how these drugs are smuggled in. Kocken responded that when they are brought in there virtually is no contact from anyone on the outside however they do not have the authority to do a cavity search unless they are convicted. There had been counties that have lost millions of dollars by performing these searches without having a search warrant.

Clancy questioned the status with the investigation regarding bills accrued by jail inmates making collect calls that were being charged back to local businesses and county offices. Kocken stated that the phone bills are being referred to Lt. Phil Steffen.

Motion made by Supervisor DeWane and seconded by Supervisor Clancy to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Clerk of Courts:

14. **Budget Status Financial Report for July 31, 2009 and August 31, 2009:**

Motion made by Supervisor Williams and seconded by Supervisor Andrews to receive and place on file. MOTION APPROVED UNANIMOUSLY.

(Item No. 15 taken next.)

15. **Request for Budget Transfer (#09-55): Interdepartmental Transfer: Request to cover the Clerk of Court 2008 deficit in the amount of \$57,379. (Referred from September County Board with a motion to suspend the rules to refer back to Committee and to have the respective department heads to present new ways to stay within the budget for 2009.):**

Supervisor Andrews indicated that she will vote "No" on this; because she believes that "in the end, it's our responsibility to make sure that these costs are covered. And I stated at the last meeting that I thought that these were perfectly unforeseeable circumstances."

Motion made by Supervisor Williams and seconded by Supervisor Clancy to receive and place on file. Vote taken. Ayes: 4 (Clancy, DeWane, Nicholson, Williams); Nays: 1 (Andrews). MOTION CARRIED.

(Item No. 1 taken next.)

Public Safety Communications:

16. Presentation of the Radio Interoperability Project:

Supervisor Clancy suggested committee oversight during all of this to keep the Public Safety committee abreast of everything that is going and to keep them involved. Supervisor Krueger interjected that it is vital that supervisors are kept informed for when decisions need to be made.

Public Safety Communications Director, Jim Nickel, stated that his intent as they move forward is that they hold special sessions and discuss the details with the committee. When they get into vendor discussions he would like the committee to be very much involved.

Motion made by Andrews and seconded by Supervisor DeWane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

17. Discussion & Action re: Item #7a of the Local Emergency Planning Committee minutes:

Emergency Management Director, Cullen Peltier, stated that at the last meeting of the Hazmat Board of Directors they voted to dissolve the hazmat team forward and to give the day to day decision making authority of the team to the Green Bay Fire Department with Brown County through Emergency Management still managing the assets of the team. They wanted the authority to do that so they were established as a subcommittee of the Local Emergency Planning Committee by the County Board in the early 1990s. They went through the process and had the Local Emergency Planning Committee review the decision made by the County Board, it was approved 13-0 at the last meeting back in September 2009. Peltier stated he was in favor and in doing this, they will be able to streamline response and offer cost savings.

Motion made by Supervisor DeWane and seconded by Supervisor Andrews to approve the minutes of the Local Emergency Planning Committee minutes. MOTION APPROVED UNANIMOUSLY.

18. Budget Status Financial Report for July 31, 2009 and August 31, 2009:

Motion made by Supervisor DeWane and seconded by Supervisor Andrews to receive and place on file. MOTION APPROVED UNANIMOUSLY.

19. Director's Report:

Nickel provided a handout (attached) and briefly highlighted the items.

Motion made by Supervisor Williams and seconded by Supervisor DeWane to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Supervisor Nicholson was excused at 6:50 p.m.

- 19a. **Closed session pursuant to Wis. Stat. 19.35(e) to consider the purchasing of public properties, investing of public funds, or conducting other specified government business due to competitive or bargaining reasons regarding relocation options for the Sheriff's Department:**

Motion made by Supervisor Andrews and seconded by Supervisor DeWane to enter into closed session. Roll call: Clancy, Andrews, Williams, DeWane. MOTION APPROVED UNANIMOUSLY.

Motion made by Supervisor Andrews and seconded by Supervisor DeWane to return to regular order of business. Roll call: Clancy, Andrews, Williams, DeWane. MOTION APPROVED UNANIMOUSLY.

Motion made by Supervisor Andrews and seconded by Supervisor DeWane to direct staff to come up with a comprehensive cost/benefit analysis regarding the feasibility of relocating the Sheriff's Department, considering all options currently available to us, including space needs analysis, the impact of removing properties under consideration from the tax rolls, and the option of doing nothing at this time. MOTION APPROVED UNANIMOUSLY.

Medical Examiner No agenda items.

Other:

20. **Audit of Bills:**

Motion made by Supervisor Williams and seconded by Supervisor DeWane to pay the bills. MOTION APPROVED UNANIMOUSLY.

21. **Such other Matters as Authorized by Law: None**

Motion made by Supervisor Williams and seconded by Supervisor DeWane to adjourn at 7:08 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY
CRIMINAL JUSTICE COORDINATING BOARD**

Pursuant to Section 19.84 Wisconsin Statutes, a regular and budget meeting of the **Brown County Criminal Justice Coordinating Board** was held on Tuesday, September 29, 2009, in the Truttman Room of the Law Enforcement Center – 300 East Walnut Street, Green Bay.

Present: Judge Kendall Kelley - Chair, Jeffrey Cano, Pat Evans, Jack Jadin, Tim McNulty, Jed Neuman, Jayme Sellen, Lisa Wilson, John Zakowski.

Excused: Jim Arts, Don Hein, Dennis Kocken.

Citizen Reps: Jeffrey Jazgar, Dr. Gerald Wellens.

Also Present: Nicole Naze, News Media.

1. Call Meeting to Order:

The meeting was called to order by Chair Judge Kendall Kelley at 3:37 p.m.

2. Approve/Modify Agenda:

Motion made by Supervisor Evans and seconded by J. Neuman to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

3. Approve/Modify Minutes of May 26, 2009:

Motion made by J. Zakowski and seconded by J. Neuman to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

4. Status of Board Vacancies (County Executive Tom Hinz):

Executive Tom Hinz was not present. Jayme Sellen, Legislative Assistant, stated that there were two vacancies; and she introduced Lisa Wilson and Tim McNulty as the persons filling those two vacancies.

Motion made by Supervisor Evans and seconded by G. Wellens to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

5. Report from the District Attorney Regarding Drug Prosecution (D.A. John Zakowski):

D.A. Zakowski presented the 6-month summary of statistics for 2009 (copy attached). He introduced Nicole Naze, Intern, and stated that she has put a lot of time and effort into compiling this information.

D.A. Zakowski reviewed the statistics and noted the following 6-month percentages: Male—76.4% and Female—22.6%; and White—53.8%; Black—22.4%; Hispanic—10.3%. He offered the August statistics as follows: Male—57 and Female—17; White—39, Black—14, Hispanic—9, Native American—10 and Undetermined—2; Previous Convictions Yes—48 and No—20; and by age 18 to 24—32; 25 to 34—22; 35 to 44—10; 45 to 54—8; and 55 to 64—1. He stated that this shows that the trends reflected in the first 6 months' statistics continue into August.

Chair Kelley opined that this information is very helpful and asked D.A. Zakowski if he had drawn any conclusions from this information. D.A. Zakowski stated that what he

finds to be significant is no surprise—the age range. He noted that there is a slight disproportion with race, and said one thing that stands out is the number of previous convictions.

(Jeffrey Cano left at 3:53 p.m.)

Discussion took place concerning whether arrests were made by Drug Task Force officers or in conjunction with other charges initiated by local law enforcement.

Supervisor Evans asked how much time is involved in a drug case. D.A. Zakowski replied that there are 3 attorneys that are full-time drug prosecutors compared to 2 for domestic violence and 2 for traffic; he said drug cases do take a lot of time. Supervisor Evans expressed interest in obtaining information as to the percentage of court time spent on drug cases compared to others. He said he thought this would help the County Board and the people of Brown County understand how serious this issue is. Dr. Wellens added that this would also illustrate the costs involved. Chair Kelley offered to work with Lisa Wilson, Clerk of Circuit Courts, to see if this information could be obtained and perhaps presented as a pie chart to show the percentage of court cases by type.

Dr. Wellens expressed concern regarding the disproportionate numbers reported in the breakdown by race. Chair Kelley stated that one of the big concerns is that this could be one of two kinds of red flags: Either it could indicate disproportionate representation by minority population, or disproportionate prosecutions and/or arrests, which is presently a concern in the State Supreme Court. D.A. Zakowski explained that some of the people of minority status are not from this area. He continued by saying as part of the drug trafficking, people are coming into Brown County from areas such as Milwaukee, Chicago, and Racine; and this could skew the numbers.

When Chair Kelley questioned if this could be inappropriate disproportionate representation and where it could be taking place, D.A. Zakowski said he thinks these numbers reflect the people committing the crimes. He said, "Just like with age, young people are more apt to be doing drugs than the ever-increasing number of older people." He also said if you look at unemployment statistics, those numbers are disproportionate as well.

Supervisor Evans suggested taking this back to the leaders of minority communities to learn what the leaders are doing to help combat this problem. He said this "is an additional facet: Are the cops going after people disproportionately? Are the courts disproportionately prosecuting? Well, what is the leadership of these minorities doing? I think that's a facet that needs to be explored as well."

Chair Kelley said ultimately that would be the hope when all of this information is gathered. He said likewise with the age group: In order to get the best return on the investment, the age targeted would not be 60-year-olds. He continued by saying if the results of the research identifies a particular group, it "would certainly be a solution to get people involved who have some particular perspectives that they can share on how that might be best resolved." Supervisor Evans suggested inviting some leaders to meet. Chair Kelley stated that he would be interested in inviting others, and continued by saying he would be interested in obtaining an additional breakdown of the information by misdemeanor and felony charges.

D.A. Zakowski said he hopes that this Board is not headed in another direction. He said it was his understanding that the purpose of compiling this information was to learn how to solve the universal problem and expressed concern about "getting caught up in side arguments about racial politics." Chair Kelley agreed that this Board should be very careful not to get side-tracked on categorizing this problem as one that revolves around

race or age or gender. He also stated that he was primarily interested in resource allocation; and "if you identify where the problem is most serious, you're going to be able to target that problem most directly." He said another piece of information that would be helpful concerns the Drug Court, and stated that its effectiveness is related to drug-related priors.

Further discussion ensued concerning how and what information should be presented, so those reviewing the numbers would have a true picture of the situation.

Chair Kelley expressed appreciation to D.A. Zakowski and N. Naze.

Motion made by Supervisor Evans and seconded by G. Wellens to approve the report from the District Attorney. Vote taken. MOTION APPROVED UNANIMOUSLY.

6. **Community Drug Education Programs (D.A. John Zakowski):**
D.A. Zakowski asked this Board to further clarify the information that is wanted by this Board.

After discussion, Chair Kelley asked D.A. Zakowski to compile a list of all community resources that are available that relate to this issue.

Chair Kelley said another issue that arose in his recent training is that "alcohol is a core problem here." He said Wisconsin has the most lenient alcohol laws in the country, and there are some serious problems that flow from that. He also reported that a committee "just like this one" in Outagamie County decided not to put people in jail for OWI (operating while intoxicated) and has started using electronic monitoring instead. He said he has been trying to advocate for an increase in penalties, because this judicial district has some of the lowest penalties in the state. Dr. Wellens added that Wisconsin has 1/3 of its adults with "problem drinking." Chair Kelley said he will report back to this Board concerning this issue.

Motion made by Supervisor Evans and seconded by J. Zakowski to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

7. **Such Other Matters as Authorized by Law:**

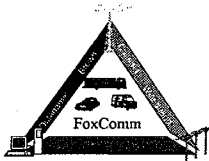
Next meeting October 27, 2009. Chair Kelley said the meeting in December may be cancelled provided all are in agreement.

8. **Adjourn:**

Motion made by J. Jazgar and seconded by J. Neuman to adjourn at 4:35 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander
Recording Secretary

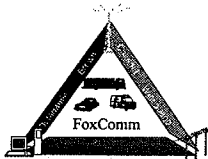


FoxComm User Technical Committee
Meeting Minutes
6/17/09

PRESENT: Bob Kavanaugh, Rob Mertins, Joan Mitchell, Gene Reece, Mary Schuelke, Kelly Sippel, Paul Xiong and John Zimmerman

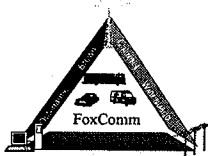
GUESTS PRESENT: Karen Carlson, Tony Lodel, Donna Potter, Brad Bastian, Bob Heimann, Mike Debruler, Cody VanBoxel, William Schroeder

1. Call to Order: The meeting was called to order at 1:39 p.m.
2. Approve Agenda: Mary Schuelke/Kelly Sippel moved approval of the June 17, 2009 agenda. Motion carried.
3. Approve Minutes from May 20, 2009 Meeting: Bob Kavanaugh/Paul Xiong moved approval of the May 20, 2009 minutes. Motion carried.
4. Premier One Presentation: Steve, Greg, and Matt from Motorola gave a presentation on the Premier One Mobile Client through the GoToMeeting viewer over the Internet. After the presentation, the group discussed the presentation and the fact that the current system was at end of life. It was noted that some features of the project being demonstrated would require infrastructure changes.
5. Radio/Steering Workgroup Update: Gene stated that each county was asked to provide help from an operational standpoint to start working on FoxComm radio. He hadn't heard back from other users yet. The hope was to start putting together the plan for how the system was supposed to work. They would also like to meet with Representative Nelson to discuss funding not coming down to the local level for these types of projects. Karen stated that a meeting would be set up with the three assembly representatives for the FoxComm region. Karen also gave an update on recent legislation progress. She explained that some of the funding mechanisms were no longer available, as grant funds had been reallocated to other projects. Karen stated that the CAD hardware was nearing end of life, and at some point, a decision would need to be made. The deadline for radio would be the end of 2012.
6. Revise and Approve Policies and Procedures
 - a. Crisis Situation Procedure – Recommend for Adoption: Gene stated that the procedure had been presented to Fire and EMS chiefs and no concerns were forwarded to him. Mary stated that Outagamie had discussions regarding internal processes, but nothing that would change the procedure. Gene Reece/Bob Kavanaugh made a motion to forward the crisis situation procedure to the Fiscal Advisory Board for approval. Motion carried.



FoxComm User Technical Committee
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- b. Operating Systems and Anti-virus Software Policy – Returned From FAB, Revise and Approve: Karen explained that the Fiscal Advisory Board wanted to see wording regarding governance and consolidated purchasing for all agencies needing software or tuning of hardware. “Foxcomm will manage the maintenance of all equipment” could be added as the last sentence. Karen stated that an RFP could be done. Gene stated that this was a complete change in philosophy for FoxComm. Mary stated that this item could be covered under maintenance. Gene stated that it would be adding steps for agencies to get this done. Kelly stated that the goal was to have agencies in compliance with tuning their MDCs and have the antivirus software up-to-date. Karen wondered if the policies could be left as is with an umbrella policy on group purchasing that would be separate. She would also address concerns of maintenance contracts, and specific agency requirements. The group felt that this would be acceptable. Joan wondered if those smaller agencies would want a consultant to perform the installation. Karen stated that she would insert one line referencing group purchasing and governance. Mary Schuelke/Kelly Sippel made a motion to have Karen amend both policies to include a reference to an umbrella policy that would identify potential cost savings related to purchasing. Motion carried.
- c. Software and Hardware Deployment and Maintenance Policy – Returned From FAB – Revise and Approve: See Item b. above.
7. Common Place Maintenance Policy Update – Pilot Study: Karen had spoken with Luke Behling from OC Planning and they had discussed what he thought would work for common places. Luke would like to start a pilot project with a small community over the next few months. Gene recommended working with Victor Voss. Karen added that something would need to be done to address Calumet’s needs. Karen will proceed with the pilot project.
8. Items for Consideration over the Summer: Workgroups will continue to meet throughout the summer months.
9. Motorola Users Group Conference: The conference had been scheduled for those staff covered under the FoxComm budget.
10. Workgroup Updates:
- a. I.T.: It workgroup did not meet.



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- b. Fire: Gene stated that a number of counties were working on MABAS, a method for dispatching resources. The three counties were working on the same system, and he felt that procedures for CAD programming could be standardized. The group also talked about getting fire users on board early for the 2010 grant for radio funding as well as the concept of subscriber units. Their recommendation was the development of a format similar to a utility, and they will be meeting with Karen to determine how to proceed with this concept. Gene also mentioned that the group had been talking about drafting the MABAS coordinator/liaison concept for consideration.
- c. Communications: Communications workgroup did not meet.
- d. Law: Law workgroup did not meet. A decision still needed to be made by FAB regarding how long both platforms could run. Karen stated that a decision would not be made on this until it would be approved in Capital Improvement Plans. If Premier One would be the platform, it was not in the budget to even update the computers. The sooner that decision is made; the sooner counties would know what to put in their budgets. There was concern voiced about updating to Premier One Mobile before CAD.

11. Around the Table: No additional discussion.
12. Next Meeting Date and Time – Wednesday, September 16, 2009 1:30 p.m. at Fire Station #6
13. Adjourn: The meeting Gene Reece/Bob Kavanaugh – meeting adjourned at 3:40 p.m.

Respectfully Submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
MIS Department – Outagamie County

Request for Proposal (RFP)

**Public Safety Communications Radio Interoperability Project
Consultant Services**

Project # 1384



Response Deadline

**December 30, 2009
2:00 p.m. Local Time**

To:

Brown County Purchasing Department

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1. Background

Brown County is 525 square miles in area and has approximately 250,000 people. The City of Green Bay is the largest City with over 100,000 people. Each Fall the nation looks forward to NFL football games at Lambeau Field, which seats over 70,000 fans.

The Brown County Public Safety Communications Department (PSC) provides emergency radio communications and dispatch services for 42 Police, Fire and EMS Agencies in the County. PSC is the designated 911 PSAP for Brown County. Last year PSC answered 405,000 calls for service from the public that created 216,000 dispatchable incidents.

The current radio systems will soon be 25-30 years old and are at the end of their useful service life. Half of the users are served by a variety of VHF frequencies and sites, while the other half are served by a single site 800 MHz trunked radio system in Green Bay.

The County is currently licensed on 10-800 MHz channels and six VHF channels (Sheriff, Fire, EMS, Local Gov't, DePere PD and Point-to-Point). Brown County has 18-700 MHz radio channels allocated to it in the FCC Region 45 Plan.

The Project to replace the existing communications systems and meet the end of 2012 FCC narrow-band mandate is expected to begin in 2010 with the release of an RFP to the communications vendors. Proposal Evaluation and Contracts will then be completed so implementation can begin in 2010. The Fixed Network Equipment (FNE) build-out would be completed in 2011. Subscriber unit programming, installation and user training would be scheduled so dispatch cut-over could occur in late 2011.

2. Project Overview

Brown County is soliciting proposals to provide professional consulting services to assist with its long term public safety communications and interoperability needs. The selected vendor will guide and assist the County in selecting a vendor to meet these needs of the County. The vendor will assist with developing an RFP, proposal evaluation, contracting, implementation, system acceptance testing, user training and transition to a new interoperable radio communications system.

The objective of these services is to insure that County and our partner agency interests are represented during each phase of vendor selection and implementation.

3. Independent

The firm must be independent and not engaged in or associated with the business of selling, servicing or renting radio communications equipment.

Respondents must clearly certify the independence of the consultant as part of the proposal response.

4. Tentative Calendar of Events

Project #1384 RFP approved by Public Safety Committee	October 20, 2009
Project #1384 RFP approved by County Board	November 9, 2009
Project #1384 RFP Released to Vendors	November 16, 2009
Date for last questions	December 9, 2009
Questions answered on web site	December 14, 2009

Project 1384 RFP Due Date (11AM)
Oral presentations by selected vendors (if required)
Vendor Evaluation Complete

December 30, 2009
January 20, 2010
January 27, 2010

5. Contract Term and funding

The contract shall be effective on the contract execution date and is expected to last approximately two years when all phases of the contract are completed.

6. Questions

All questions related to this RFP **must be in writing** and received by the Brown County Purchasing Department no later than **4:00 p.m. local time, December 9, 2009**. E-mail questions to bc_administration_purchasing@co.brown.wi.us. Clearly mark the e-mail: **"Questions for Radio Interoperability Project #1384"**. Phone call and faxed questions will not be accepted.

Answers to all written questions will be issued in the form of an addendum and entered on the Brown County Web site (<http://www.co.brown.wi.us>) on December 14, 2009 no later than 4:00 p.m. local time. It is the responsibility of all interested vendors to access the web site for this information. Calls for assistance with the web site can be made to (920) 448-4039.

Questions received after December 9, 2009 will not be answered.

7. Proposal Delivery Details

One (1) original and five (5) exact copies of the Proposal are due on **December 30, 2009 by 2:00 p. m.** local time at the Brown County Purchasing Department. Proposals **must be stamped in** by the due date and time per the electronic time stamp at the Purchasing Department. Proposals not stamped by they above due date and time will be rejected. Those wishing to submit proposals are encouraged to verify the time on the receiving stamp as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time stamp is the **only** time that will be used.

Delivery Address for Hand Delivery, UPS, DHL, Fed X, etc.:
Brown County Purchasing
305 E. Walnut St. 5th Floor
Green Bay, WI 54301

Delivery Address for USPS:
Brown County Purchasing
PO Box 23600
Green Bay, WI 54305-3600

8. RFP Response

Proposals should be typed and submitted on 8.5 by 11 inch paper and bound securely. Use the following organization for the proposal:

1. Introduction/Cover Letter
2. Organizational Capabilities
3. Staff Qualifications
4. Experience/References

5. Project Schedule and Work Plan
6. Response to Mandatory Requirements
7. Response to Technical Requirements
8. Cost Summary
9. Any additional material or brochures

9. General Proposal Requirements

- 9.1 Introduction/Cover Letter. Provide an explanation of your understanding of the tasks you believe will be necessary to accomplish the objectives outlined in the RFP. Discuss the overall approach the consultant proposes to use as well as how recommendations and options will be presented to the County. State the full name and address of your organization, including the name, address and telephone number of the person in your organization who has the primary responsibility for developing this proposal and to whom technical questions can be addressed.
- 9.2 Organization Capabilities. Provide an overview of the firm and the kinds of projects you have provided consultant services for.
- 9.3 Staff Qualifications. Proposals shall identify each member of the consultant's staff who would be assigned to work on this project and the role they will be performing. A resume stating the background and qualifications of each individual named should be attached. Particular attention shall be given to the individual named as the project coordinator.
- 9.4 Experience/References. Proposals shall include a description of the firm's overall experience in handling projects similar in character or scope to this project. A list of references from at least three different projects, including the customer name, address, project value, telephone number and contact person shall be included in the proposal. Use the Reference Data Sheet provided at Attachment B. The County expects to contact the references listed to determine the quality of work performed and personnel assigned to the project. The results will be provided to the evaluation team and used in scoring the proposals.
- 9.5 Project Schedule and Work Plan. As part of this proposal the vendor must submit a proposed project work plan and schedule. The vendor must identify all assumptions and constraints on which the project schedule and work plan are based. Prepare an estimate of hours for each phase of the project.
- 9.6 Mandatory requirements. The following Mandatory requirements must be addressed in the project work plan.
 - 9.6.1 Have a working knowledge of current state-of-the-art and legacy public safety radio systems and how they interoperate.
 - 9.6.2 Be familiar with standards of good engineering practice.
 - 9.6.3 Be familiar with other state, county and local radio projects.
 - 9.6.4 Be able to research specific questions and offer the best information.
 - 9.6.5 Be able to understand and develop coverage test methodology and interpret test results.
 - 9.6.6 Be able to assist the County in effectively negotiating contracts and resolving disputes.

- 9.6.7 Be able to understand warranty terms and conditions that might invalidate warranty terms.
- 9.6.8 Have trunking and simulcast radio system design experience.
- 9.6.9 Be able to manage large scale projects using project planning software.
- 9.6.10 Have experience in continually interfacing with contractors and local jurisdictions.
- 9.6.11 Have knowledge of construction site administration.
- 9.6.12 Have knowledge of major project funding and basic accounting principles.
- 9.6.13 Have knowledge of construction site safety requirements and hazardous materials handling.
- 9.6.14 Have experience with environmental regulations, archeological requirements, FAA approval process, FCC license application process, electrical and building codes.
- 9.6.15 Demonstrate interpersonal skills, including the ability to write effective reports and communicate directly with the various stakeholders.

10. Technical Requirements. The consultant is expected to explain specifically how they will address each of these following needs of the project.

- 10.1 Draft an RFP to the communications system vendors using the needs analysis and site list supplied by the County. Give examples of projects where this was done and estimated staff time required to produce it.
- 10.2 Perform a technical and pricing evaluation of each proposal and rate the proposals for the County's Evaluation Committee. Present and discuss that evaluation as required.
- 10.3 Assist the County with technical details in negotiating a contract with the successful vendor/vendors. Evaluate contract items, such as warranty terms. Assist the County during the Detailed Design Review with the vendors.
- 10.4 Identify and where required supply FAA/FCC license application details.
- 10.5 Assist the County by attending the project review meetings as required.
- 10.6 Prepare and update the project master plan using project scheduling software to prepare monthly reports. Assist the County with implementation details as required during the project.
- 10.7 Represent the County for vendor conducted acceptance tests and conduct independent tests as required. Evaluate the test results against stated contract deliverables. Assist the County in negotiating the Coverage Acceptance Test Plan and participate in the initial test set-up and test evaluation.
- 10.8 Evaluate vendor change orders as required.
- 10.9 Assist in establishing the user training material with the vendor and training team

11. Cost Proposal

We expect the proposal to contain a work plan and estimate of cost for each phase of the project as described in the general and technical requirements above. Cost proposals are to be submitted separately in a sealed envelope using the Cost Proposal Worksheet at Attachment A.

12. Proposal Selection

The proposals will first be reviewed to determine if the requirements in Sections 3, 8, 10 and 11 are met. Failure to meet mandatory requirements will result in the proposal being eliminated from consideration.

Accepted proposals will be reviewed by an Evaluation Committee and scored against the

stated criteria. This scoring will determine the ranking of consultants based upon their written proposals and references. If the team determines that it is in the best interests of the County to require oral presentations, it will invite the highest ranking vendors to make such presentations. The final ranking will be based upon the total scores including the oral presentations.

Proposals will be evaluated based on a weighted point system as identified below.

Rejection of proposals. Brown County reserves the right to accept or reject any or all proposals and to waive any informality in proposals.

Specifications	Points
1. Overall Approach to the Project	5
2. Qualifications of Firm and Staff	10
3. Experience	10
4. Project Schedule and Work Plan	20
5. Scope of Work	30
6. Cost	20
7. References	5
Total Points	100

13. Award

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive proposer. Alternatively, the top two scoring proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked again, with the award going to the firm with highest score.

14. Financial Verification

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Brown County reserves the right to reject proposals based on information obtained through these background checks if it's deemed to be in the best interest of the County.

15. Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly identified in the proposal and identified on the attached Designation of Confidential and Proprietary Information form found at attachment B. Proprietary information submitted in a proposal will be handled in accordance with applicable Wisconsin State Statutes. No vendor will be provided with financial and/or competitive vendor information on this proposal until after the award of contract has been made. To the extent possible, it is the intention of Brown County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure in the opinion of Brown County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law. Brown

County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

16. Independent Contractor Status

The selected contractor shall function as an independent contractor and will be responsible for any federal or state taxes applicable to this contract and for complying with the requirements of all federal and state laws pertaining to income tax withholding, unemployment insurance and other insurance applicable and necessary for its employees. Employees of the contractor will not be eligible for any Federal Social Security, State Worker's Compensation, Unemployment Insurance or Retirement System benefits under this contract except for the benefits provided by the contractor.

17. Other

State of Wisconsin Requirements. This contract shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Stats., sexual orientation as defined in s.111.32(13m), WI Stats, or national origin.

Brown County is an Equal Opportunity Employer.

All work shall conform to all applicable Industry, Federal, State and Local Laws, Codes, Ordinances and Standards.

Taxes. Brown County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes.

Attachment A
Cost Proposal
Project #1384

Submitted by: _____ Date submitted: _____

Title: _____

Signature: _____

Provide Overall Costs and estimated number of hours for each deliverable as identified in the Scope of Project

RFP Development: Cost \$ _____ Est. Number of Hours _____

Proposal Evaluations: Cost \$ _____ Est. Number of Hours _____

Contract Development / Negotiation Assistance:

Cost \$ _____ Est. Number of Hours _____

Project Work plan Development and Maintenance (Project Management):

Cost \$ _____ Est. Number of Hours _____

Coverage Acceptance Test Plan

Cost \$ _____ Est. Number of Hours _____

Establish Training Plan & Materials

Cost \$ _____ Est. Number of Hours _____

Estimated Travel to Support Project

Cost \$ _____ Est. Number of Trips _____

Miscellaneous Fees:

Cost \$ _____	Description _____
Cost \$ _____	Description _____
Cost \$ _____	Description _____
Cost \$ _____	Description _____
Cost \$ _____	Description _____
Cost \$ _____	Description _____

Total proposal Cost \$ _____ **Est. Hours** _____

Attachment B
Reference Data Sheet
Project #1384

Provide a current list of comparable references for which your company is providing or has recently provided Consulting Services for similar projects both in scope and size as per Section 2.3. Include dates, a specific contact person, their title and telephone number. The references provided should be for services provided from the office that would be servicing this contract.

Company Name: _____
Project: _____
Address: _____
Telephone: _____
Contact Person: _____

Company Name: _____
Project: _____
Address: _____
Telephone: _____
Contact Person: _____

Company Name: _____
Project: _____
Address: _____
Telephone: _____
Contact Person: _____

Company Name: _____
Project: _____
Address: _____
Telephone: _____
Contact Person: _____

Company Name: _____
Project: _____
Address: _____
Telephone: _____
Contact Person: _____

Attachment C
Designation of Confidential and Proprietary Information
Project #1384

The attached material submitted in response to project #1384 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____

Signature

Authorized Representative _____

Type or Print

Date _____

Attachment D
Appeals Process
Project #1384

To: Vendors

RE: Brown County Appeals process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on either a bid or quote.

Appeals may be submitted for the following purchases:

- a) the item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
- b) the item price is \$5000 or more or the total order is \$10,000 or more, and
- c) vendor selection was based on factual errors, or
- d) the lowest price vendor was not selected, or
- e) failure by the county or its agents to adhere to the county's policies and procedures or other legal requirements.

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 72 hours of receipt of rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee or Executive Committee shall be final.

Submit to: Brown County Internal Auditor
P.O. Box 23600
Green Bay, WI. 54305-3600

Attachment E
Addendum Acknowledgement
Project #1384

The undersigned acknowledges receipt of the following addendum:

Addendum #1 _____ Initials _____

Addendum #2 _____ Initials _____

Addendum #3 _____ Initials _____

Addendum #4 _____ Initials _____

Addendum #5 _____ Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the Bid/RFP/quote from the plans and specifications and have checked the same in detail before submitting the Bid/RFP/quote to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name _____
Signature

Date _____

If this Bid/RFP/quote is assigned a project number all vendors are responsible to check for addendums, posted on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of Bid/RFP/quote due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued with-in 3 business days prior to due date. If bid/rfp/quote has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New Bid/RFP/quote must be submitted by vendor if addendum affects costs.

Vendor's that do not have internet access are responsible to contact our purchasing department at 920-448-4039 to ensure receipt of addendums issued.

Bids/RFP/quote's that do not acknowledge addendums may be rejected.

All proposals and bids submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed Bids/RFP/quotes that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

Attachment F
Insurance Requirements
Project #1384

Hold Harmless

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by contractor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Insurance Requirements

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, contractor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains nor to the limits required herein.

(1) Worker's Compensation Insurance and Employers Liability.

State Statutory workers' compensation Limits Employer Liability, \$100,000 each accident.

(2) Comprehensive General Liability (Occurrence Form).

- Products and Completed Operations
- Personal Injury and Advertising Liability
- Independent Contractors/Protective

Limits of Insurance \$1,000,000 per occurrence \$1,000,000 aggregate

(3) Business Automobile Liability. Business Automobile Liability covering all owned, hired, and non-owned vehicles. Limits of Insurance \$1,000,000 per occurrence for bodily injury and property damage.

(4) Excess/Umbrella Liability.

Limit of Insurance \$1,000,000 per occurrence

Additional Insured

The Contractor agrees that the Comprehensive General Liability and Business Automobile Liability insurance policies shall be endorsed to name Brown County as additional insured's with respects to: liability arising out of activities performed by or on behalf of the vendor/contractor: products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

Adjustments to Insurance Coverage

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at sometime after the initial term of the contract, the County shall give

notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within 60 day of such notice.

Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

Wavier of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

Cancellation Notice

Brown County will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage.

Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative. The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County. The certificates of insurance shall include reference to the contract name or RFP number in the description section of the certificate.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.

Brown County
Department of Administration
P.O. Box 23600
305 E. Walnut Street
Green Bay, WI 54305-23600

Questions

If any of the insurance requirements cannot be met, please contact the Brown County Human Resource Risk Administration to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance waiver form is completed.

**** Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract. ****

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.4700.003	Revenue from other Munic.	\$15,276
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.4301	Homeland Security Grant	\$37,541
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.5800	Other Grant Expenditures	\$52,817
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

In 2008, we were awarded a FY 2006 OJA Homeland Security Grant in the amount of \$98,027 to purchase interoperable radio equipment for local agencies. A budget transfer was completed in 2008. However, the expenditures and revenues were posted in 2009. This budget transfer balances the 2009 accounts related to this grant.

AUTHORIZATIONS

James V. Michael
 Signature of Department Head
 Department: PUBLIC SAFETY COMMAN
 Date: 10/15/09

Tom King
 Signature of Executive
 Date: 10/15/09

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.4301	Homeland Security Grant	\$6240
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.5300	Supplies	\$6240
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

In 2008 Brown County received a Homeland Security Grant in the amount of \$18,822 to purchase supplies for a Mass Casualty Trailer that is housed at Austin Straubel Airport. The majority of the purchases were made in 2008 and charged to the 2008 budget. However, we were invoiced for \$6240 for equipment under the grant that was purchased in 2009 and subsequently charged to the 2009 budget. The monies were received for all the purchases in July, 2009 and all of the revenue was applied to the 2008 budget. The transfer will balance ~~apply~~ both the revenue and expensed for the 2009 purchases.

AUTHORIZATIONS

James V. Michael
Signature of Department Head
Department: PUBLIC SAFETY COMM
Date: 10/15/09

Tom Kiny
Signature of Executive
Date: 10/15/09

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.4302	Other State Grants	\$3502
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.5300	Supplies	\$3502
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

This adjustment is being requested to properly apply expenses to the correct expense accounts. \$3502 worth of expenses for equipment for the Hazmat Team was charged to wrong cost center expenses account. These were grant purchases and the adjustment will post the expenditures to the supply account in the grant cost center.

AUTHORIZATIONS

James V. Hinkel
 Signature of Department Head
 Department: PUBLIC SAFETY comm
 Date: 10/15/09

Don Wray
 Signature of Executive
 Date: 10/15/09

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.4302	Other State Grants	\$2659
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.5300	Supplies	\$765
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.013.011.300.5340	Travel, Conference, Training	\$1894
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

In 2008, Brown County Emergency Management was awarded a FY 2006 OJA Homeland Security Grant in the amount of \$2,659 to send representatives from St. Norbert College to a CERT Train-the-Trainer class. A budget transfer was completed in 2008. However, the expenditures and revenues were posted in 2009. This budget transfer balances the 2009 accounts related to this grant.

AUTHORIZATIONS

James V. M... ..
 Signature of Department Head
 Department: PUBLIC SAFETY COMM.
 Date: 10/15/09

Tom King
 Signature of Executive
 Date: 10/15/09

GRANT APPLICATION REVIEW

Department: Sheriff's Office Preparer: Don Hein Date: 09-29-09Grant Title: JAG Recovery Act - Drug Task Force Grant Grantor Agency: US Dept. of Justice, passed through Wisconsin Office of Justice Assist.Grant Period: 12-01-09 to 11-30-12 Grant # (if applicable): 7329

Brief description of activities/items proposed under grant:

This grant will fund (1) FTE Drug Task Force Officer that will investigate Prescription Drug Thefts and Diversions. The grant will also fund (1) LTE Clerk Typist III that will enter confidential information involving Drug suspects into the ASIS Database plus two computers and surveillance equipment. The prescription drug officer position is designed to eradicate prescription fraud, theft and abuse in the community. The confidential data entry position is crucial for information sharing amongst other agencies with access to the ASIS system. Funding would begin in 2010 and continue through 2013 or three years.

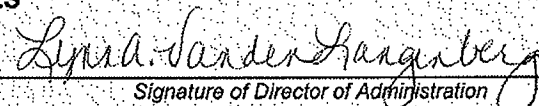
Total Grant Amount: \$ 450,000 max Yearly Grant Amount: \$ 150,000 max Term of Grant: 3 yearsIs this a new grant or a continuation of an existing grant? ☒ New ☐ ContinuationIf a continuation, how long have we received the grant? N/AAre the activities proposed under the grant mandated or statutorily required? ☐ Yes ☒ NoWill the grant fund new or existing positions? ☒ Yes ☐ No If yes, explain:
grant would fund 1 officer and one clerical position as indicated above.Are matching resources required? ☐ Yes ☒ No If so, what is the amount of the match \$ _____
How will it be met? N/AExplain any ongoing cost to be assumed by the Cnty (ie, maint. costs, software licenses, etc.): _____
providing office space and supplies for officer and clerical personExplain any maintenance of efforts once the grant ends: _____
Grant does not mandate continuation of positions but if highly successful may be continued with levy funding.

Budget Summary:	Salaries:	<u>267,524</u>
	Fringe Benefits:	<u>137,855</u>
	Operation and Maintenance:	<u>3,775</u>
	Travel/Conference/Training:	<u>0</u>
	Contracted Services:	<u>0</u>
	Outlay:	<u>0</u>
	Other (list):	<u>0</u>
	Total Expenditures:	<u>409,154</u>
	Total Revenues:	<u>409,154</u>
	Required County Funds:	<u>0</u>

APPROVALS


Signature of Department Head

Date: 09/29/09


Signature of Director of Administration

Date: 10/1/09

Request for Proposal (RFP)
For
Laundry Management Services
Brown County Sheriff's Department – Jail Division
Project # 1385



Response Deadline
December 8, 2009
4:00 p.m. Local Time
To:
Brown County Purchasing Department

Tentative Project Timeline

October 20, 2009	RFP Submitted to Public Safety Committee for Recommended Approval to issue
November 9, 2009	RFP Submitted via Public Safety Committee for County Board Approval to issue
November 16, 2009	RFP Posted
November 23, 2009	Pre-Proposal Site Visit
November 25, 2009	RFP Questions from potential Vendors due to Purchasing Department
December 1, 2009	Answers to RFP questions posted to Brown County website via Addendum
December 8, 2009	RFP Responses due to Purchasing Department
December 9-14, 2009	RFP Review time for Selection Committee
December 15-17, 2009	Interviews if required by Selection Committee
December 21, 2009	Final Selection & Contract Award

GENERAL INFORMATION AND REQUIREMENTS

Brown County is requesting sealed proposals for a Laundry Management Firm to provide laundry services for the Brown County Jail. Contract will be for an initial two (2) year term with the option of three (3) additional one (1) year renewals upon mutual agreement between both parties.

Pre-Proposal Meeting

Vendors are responsible for familiarizing themselves with the site and contract requirements.

A pre-proposal meeting and site visit will be held on Monday, November 23, 2009 at 9:00 a.m. local time in the Jail Conference Room at the Brown County Jail, 3030 Curry Lane, Green Bay, WI. All interested parties are strongly encouraged to attend.

Questions

- A. All questions related to this RFP must be in writing and received by the Brown County Purchasing Department no later than **4:00 p.m. local time, Wednesday, November 25, 2009** via e-mail to bc_administration_purchasing@co.brown.wi.us. Clearly mark the e-mail: "Questions for Laundry Management Services, Project #1385".
Mailed, phone call and faxed questions will not be accepted.
- B. Answers to all written questions will be re-issued in the form of an addendum and entered on the Brown County Web site (<http://www.co.brown.wi.us/administration/Purchasing/Index.html> Bids/RFP) on **Tuesday, December 1, 2009 no later than 4:00 p.m. local time**. It is the responsibility of all interested vendors to access the web site for this information. Calls for assistance with the web site can be made to (920) 448-4039.

Insurance Requirements

Successful vendor must provide a Certificate of Insurance meeting the County requirements as stated in Attachment F, and will also be required to sign a Brown County Purchase of Services Agreement before the commencement of services.

Submission of Proposals

Proposals must be filed in the office of the Brown County Purchasing Department, no later than 4:00 p.m. local time, December 8, 2009. Proposals will not be accepted by fax or e-mail.

Proposals **must be stamped in** by the above due date and time per the electronic time stamp in the Purchasing Department. Proposals not stamped by the above due date and time will be rejected. Those wishing to submit proposals are encouraged to verify the time on the receiving stamp as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time stamp is the **only** time that will be used.

Delivery Address for Hand Delivery, UPS, DHL, Fed X, etc.:

Brown County Purchasing
305 E. Walnut St. 5th Floor
Green Bay, WI 54301

Delivery Address for USPS:
Brown County Purchasing
PO Box 23600
Green Bay, WI 54305-3600

Selection results will be posted on Brown County web site
(<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>) after a vendor selection has been made.

One (1) original proposal (marked as original) and five (5) additional exact copies of the original proposal must be submitted. An authorized individual using an unduplicated original signature is required to sign the proposal. The proposals must be sealed and must be plainly marked in the lower left-hand corner of the envelope "Jail Laundry Management, Project 1385". Failure to provide additional copies of the proposal or an improperly marked envelope *may* eliminate the proposal from consideration.

Do not remove or separate any forms or pages from the proposal packet. All additional information required must be attached to the back of the proposal packet. Any other information not specifically solicited but pertinent to the vendor's proposal may also be attached to the back of the entire packet.

Written requests for withdrawal of proposals or any part thereof, is permitted any time prior to the scheduled due date and time.

All proposals submitted shall be binding for ninety (90) calendar days following the due date, unless the bidder(s), upon request of the County, agree to the extension.

Proposing company is responsible to check Brown County web site regularly for Addenda.

There will be no public reading of the proposals. Interviews and/or demonstrations may be requested as deemed necessary by the County and an award is anticipated by the end of December, 09.

Proprietary Information

All restrictions on the use of data contained within a bid and all confidential information must be clearly identified in the bid and identified on the attached Designation of Confidential and Proprietary Information form found at attachment C. Proprietary information submitted in a bid will be handled in accordance with applicable Wisconsin State Statutes.

Other Information

Brown County is not liable for any costs incurred in replying to this Request for Proposal. The County reserves the right to reject any and all proposals and to select the proposal considered most advantageous to Brown County.

Brown County reserves the right to negotiate final contract terms with the successful vendor.

Brown County reserves the right to cancel any order or contract for failure of the successful vendor to comply with the terms, conditions and/or requirements of this Request for Proposals.

Successful vendor shall comply with all applicable local codes and shall obtain all necessary permits.

REQUIREMENTS

1. INTRODUCTION

The Brown County Sheriff's Department is requesting proposals for the retention of a laundry service management firm for the Brown County Jail. The Brown County Jail consists of two separate buildings located approximately five miles apart. The Main Jail and Juvenile Detention are located at 3030 Curry Lane, Green Bay, Wisconsin. The Work Release Center is located at 125 South Adams Street, Green Bay, Wisconsin. This request for proposal is looking to serve the needs of the population at 3030 Curry Lane only.

The Jail and Work Release Center have a combined total capacity of 750 beds. The average inmate population has been 710 inmates in 2007 with a low of 655 and high of 780 inmates. The Brown County Jail located at 3030 Curry Lane has consistently housed an average of 545 inmates.

The County seeks an initial contract for a period of two (2) years, with a tentative planned commencement date of January 1, 2010. Contract will allow for three (3) additional one (1) year extensions beyond the initial term and will be subject to the mutual agreement of the County and the successful vendor.

2. PROPOSAL EVALUATION

THE COUNTY WILL ACCEPT THE PROPOSAL (S) IT DEEMS TO BE IN THE COUNTY'S BEST INTEREST, NOT NECESSARILY THE PROPOSAL WITH THE LOWEST COST. THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

Selection Criteria

- A. Brown County will evaluate all proposals deemed responsive to this request via a selection committee appointed by Brown County Purchasing. The award will be based upon the proposal that is determined to be the most advantageous to Brown County.
- B. Information submitted will be reviewed and candidates may be scheduled to appear before an interview panel to present their materials. Brown County reserves the right to meet with only a select group of candidates that best meet the requirements listed in this RFP. Those appearing for an interview shall be prepared to discuss their proposal. If invited for an interview, scoring will revert back to zero and new scoring documents will be developed for the interview. A list of questions will be forwarded to those invited for interviews to help them prepare for the interview and also be used as a basis for scoring of the interview.
- C. Proposal scoring methodology:
 - 1. The following is a summary of the proposal evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual proposals. Points will be awarded on the basis of the following factors:

Specifications	Points
1. Were all RFP Specifications and Deliverables Met	15
2. Cost	60
3. General Reputation and Experience	10
4. Experience Providing Laundry Service in a Correctional Environment	15
Total Points	100

3. QUALIFICATIONS

To be considered for award of this contract, the following minimum qualifications must be met and fully outlined and explained in your proposal:

- A. The firm must be experienced in the area of laundry management services within correctional facilities and must have previous experience with proven effectiveness in the installation and maintenance of high quality services similar to that required as described herein.
- B. The firm must have a proven ability as evidenced by past performance and current resources and personnel to execute a contract for services beginning on or near January 1, 2010.
- C. The firm must have a central office that is capable of providing satisfactory provisions of services to the onsite operations.
- D. The firm must provide a plan as to how they are going to accomplish the requirements of the rfp.

For security reasons, a thorough background check of each firm and the personnel who will be assigned to this project will be performed by the Brown County Sheriff's Office.

4. SCOPE OF SERVICE

4.1 GENERAL REQUIREMENTS

- A. The selected Contractor will perform in-house laundry management service at the Brown County Jail, 3030 Curry Lane, Green Bay, Wisconsin.
- B. The selected Contractor will have a quality control program in place to ensure contract requirements are met.
- C. The selected contractor will provide all necessary training on the proper handling of laundry issues that may arise and shall document all training.
- D. All miscellaneous items that are required for worker safety will be provided by the selected contractor.
- E. The selected Contractor will provide all required invoicing to respective department based on poundage.
- F. Laundering is to include washing, drying, and folding as normally required in a quality laundry service.
- G. All laundry must be washed according to infection control standards per CDC. 160 degrees water temp and 50-150 ppm of Chlorine Bleach depending of load/washer size used for 25 minutes.
- H. At no time should clean laundry come into contact with soiled laundry.

- I. Laundry carts that had soiled laundry in them must be sanitized per sanitizers manufactures instruction and dry before placing clean laundry in them. Clean and sanitized carts are not to come in contact with any soiled carts or laundry.
- J. All items shall be washed, extracted, tumbled and ironed, if required, with only non-allergic soaps, detergents, bleaches or other chemicals to render the finished products clean.
- K. The parties will mutually agree upon hours of operation. Off-peak hours are preferred for energy consumption rates.
- L. Inmate labor will be used for the laundry operation. The number of inmate workers required will be mutually agreed to by the parties.
- M. The selected vendor's personnel will supervise all inmate labor.
- N. The selected Contractor shall purchase and pay for all supplies, commodities and chemicals used in the laundry operation.
- O. The selected Contractor shall supply all chemicals required to treat the re-use of recycled rinse water.
- P. A monthly inventory of all laundered items in stock will be presented to County representatives.
- Q. The County shall supply the necessary equipment for laundry operation.
- R. The vendor will perform basic operator maintenance on the equipment. (Examples would be daily cleaning of lint off dryer screens, bottom of dryer and screens in the washer water pit. Daily wipe down of machines. Weekly cleaning of laundry area which includes: wipe off tables, shelving and machines, clean the restroom, scrub the cart wash tile floor with soft scrub and wipe down the cart wash walls. Weekly cleaning of washing machines with stainless steel cleaner). Any additional repair or maintenance will be the responsibility of the County.
- S. The County shall provide all utilities for the operation of the laundry. The vendor will direct efforts at conserving utilities whenever possible.
- T. Pricing information is to be given as a Price-per-pound of laundry (dry weight).
- U. Sorting of laundry will take place prior to processing to ensure correct processing of whites, colors, and other laundered items.
- V. All laundry must be properly dried before sorting and folding.

4.2 JAIL LAUNDRY REQUIREMENTS

- A. The County will set the par levels to be kept in each Pod for emergency purposes.
- B. The County and vendor will agree to the laundry exchange schedule for each Pod.
- C. All laundry items that are "gang-tagged" will be reported to the County representative.
- D. Laundry items in need of repair will be repaired by inmate labor supervised by the contractor.
- E. Contraband or non-laundry items will be looked for during the sorting process prior to laundry processing and reported.

4.3 COMMUNITY TREATMENT CENTER LAUNDRY REQUIREMENTS

- A. All red bagged contaminated laundry will be processed separate from the general laundry and laundered per CDC standards.
- B. Integrity of the resident clothing and linens must be maintained. Free from odors, stains, static, static cling, and bleach rot.
- C. 24 hour turn around of laundry per resident rights for clean laundry Monday through Friday.
- D. Resident blouses and shirts must be put on hangers.

- E. Any torn, frayed, thin, unlabeled or damaged items must be separated after laundry processing and returned to the CTC for repair. Items must be bagged and labeled to go to the Tailor Shop.
- F. All resident property or Community Treatment Center property that may get mixed in soiled laundry must be returned to the CTC Tailor shop; i.e. wallets, jewelry, etc.
- G. Clean laundry in carts ready for transport must be made ready and stored that will ensure its cleanliness and security. Must be covered.
- H. All clean laundry is to be sorted by Unit number for CTC, by building for Shelter Care, Our Place, etc... and placed into separate clean and sanitized carts.
- I. All cleaning rags and mops must be washed without softener. Micro-fiber mops must be washed without bleach and dried on the lowest dryer setting.
- J. Micro-fiber mops must not be washed with cleaning rags or string style mops-must be washed separate from all other laundry.
- K. All cleaning rags and mops must be clean, free from odor and bleach rot.
- L. All cleaning rags and mops are to be separated based on who they belong to and placed into a clean plastic bag. EX. CTC dietary has blue cleaning rags.
- M. At no time will any clean rags or mops be transported in the same clean resident laundry carts-they must be in their own clean cart.

4.4 INDEPENDENT CONTRACTOR

The successful Proposer and its employees will at times act and perform as and be considered an Independent Contractor and in no sense shall they be considered employees, agents or volunteers of Brown County.

4.5 INSURANCE

The successful Proposer agrees that it will at all times during the term of the agreement, keep in force and effect insurance policies as outlined in Attachment "F".

4.6 NONDISCRIMINATION

In connection with the performance of work under this agreement, the successful Proposer agrees not to discriminate against any employees, applicant for employment, or actual or potential recipients of services because of age, race, religion, color, marital status, sexual orientation, sex, handicap, as defined in Section 504 and the American with Disabilities Act (ADA) developmental disability, or national origin.

5. ATTACHMENTS

- A. Laundry Operations Usage Figures for 2006 / 2007
- B. Cost Proposal and Signature Page
- C. Designation of Confidential and Proprietary Information
- D. Addendum Acknowledgement
- E. Appeals
- F. Insurance Requirements

Attachment A

**Laundry Operations Usage Figures for 2006/2007
Brown County Project #1385**

2006 Laundry Poundage

Date	Shelter	CH	Our Place	MHC	Jail	Total
Jan.	592	334	247	30,991	32,724	64,888
Feb.	683	325	221	25,342	30,389	56,960
March	717	428	270	26,867	32,513	60,795
April	468	256	278	24,684	29,976	55,662
May	986	419	315	28,310	32,576	62,606
June	842	374	296	26,209	32,324	60,045
July	617	300	300	24,840	28,971	55,028
Aug.	887	443	275	25,999	33,903	61,507
Sept.	608	390	204	23,736	27,604	52,542
Oct.	456	357	293	22,978	31,510	55,594
Nov.	621	481	355	23,304	28,263	53,024
Dec.	508	271	332	21,604	26,027	48,742
Yearly Total	7,985	4,378	3,386	304,864	366,780	687,393

2007 Laundry Poundage

Date	Shelter	CH	Our Place	MHC	Jail	Total
Jan.	668	384	399	23,943	30,852	56,246
Feb.	450	316	283	20,296	26,930	48,275
March	644	299	265	22,256	29,913	53,377
April	495	303	286	23,410	31,935	56,429
May	614	388	294	22,187	33,036	56,519
June	711	374	244	22,460	31,494	55,283
July	394	297	448	25,064	34,400	60,603
Aug.	811	342	520	26,836	35,010	63,519
Sept.	818	310	308	21,816	29,613	52,865
Oct.	691	343	445	25,632	33,628	60,739
Nov.	620	226	379	22,101	29,945	53,271
Dec.	524	160	396	23,174	25,868	50,122
Yearly Total	7,440	3,742	4,267	279,175	372,624	667,248

Attachment B

**Proposal and Signature Page
Brown County Project #1385**

We the undersigned, propose to provide the following service(s) for the Brown County Jail as specified for the following prices:

Laundry Service:

- a) Cost for laundry supplies, chemicals, and supervision of laundry services:

\$_____ per lb. of Laundry for Year One (1) of Contract

Not to exceed ____% Price Increase for Year Two (2) and Year Three (3) of Contract

- b) Provide a list of equipment required for the performance of Laundry Services performed under this contract. Attach additional pages if necessary.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

IMPORTANT: MAKE SURE YOU HAVE SUBMITTED ALL NARATIVE INFORMATION REQUESTED UNDER QUALIFICATIONS FOR EACH TYPE OF SERVICE YOU ARE OFFERING A PROPOSAL ON IN ADDITION TO THESE PRICE PROPOSAL PAGES. PLEASE DO NOT INCLUDE UNNECESSARY MARKETING MATERIALS.

IF YOU WOULD LIKE TO OFFER ANY OTHER COMBINATION OF SERVICES OR ALTERNATE PRICING ARRANGEMENTS, NOT HEREIN DESCRIBED, PLEASE DESCRIBE IN DETAIL USING ADDITIONAL PAGES.

SUBMITTED BY:

Company Name: _____

Address: _____

Phone Number: (____) _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attachment C

**Designation of Confidential and Proprietary Information
Brown County Project #1385**

The attached material submitted in response to project #1385 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1) (c), Wis Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____
Signature

Authorized Representative _____
Type or Print

Date _____

Attachment D

**Addendum Sheet
Brown County Project #1385**

The undersigned acknowledges receipt of the following addendum:

Addendum #1 _____	Initials _____
Addendum #2 _____	Initials _____
Addendum #3 _____	Initials _____
Addendum #4 _____	Initials _____
Addendum #5 _____	Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the Bid/RFP from the plans and specifications and have checked the same in detail before submitting the Bid/RFP to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name _____
Signature

Date _____

If this Bid/RFP is assigned a project number all vendors are responsible to check for addendums, posted on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of bid due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued with-in 3 business days prior to due date. If Bid/RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New Bid/RFP quote must be submitted by vendor if addendum affects costs.

Vendor's that do not have internet access are responsible to contact our purchasing department at 920-448-4039 to ensure receipt of addendums issued.

Bids/RFP's that do not acknowledge addendums may be rejected.

All Bids/RFP's submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed Bids/RFP's that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

Attachment E

**Appeals
Project #1385**

To: Vendors
RE: Brown County Appeals process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on either a Bid/RFP.

Appeals may be submitted for the following purchases:

- a) The item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
- b) The item price is \$5000 or more or the total order is \$10,000 or more, and
- c) Vendor selection was based on factual errors, or
- d) The lowest price vendor was not selected, or
- e) Failure by the county or its agents to adhere to the county's policies and procedures or other legal requirements.

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 72 hours of receipt of rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee or Executive Committee shall be final.

Submit to: Brown County Internal Auditor
P.O. Box 23600
Green Bay, WI. 54305-3600.

Insurance Requirements Project #1385

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by contractor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

(1)	<p>Worker's Compensation Insurance and Employers Liability.</p> <p>State Statutory workers' compensation Limits</p> <p>Employer Liability, \$100,000 each accident.</p>				
(2)	<p>Comprehensive General Liability (Occurrence Form).</p> <ul style="list-style-type: none"> • Products and Completed Operations • Personal Injury and Advertising Liability • Independent Contractors/Protective <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Limits of Insurance</td> <td style="width: 50%;">\$1,000,000 per occurrence</td> </tr> <tr> <td></td> <td>\$1,000,000 aggregate</td> </tr> </table>	Limits of Insurance	\$1,000,000 per occurrence		\$1,000,000 aggregate
Limits of Insurance	\$1,000,000 per occurrence				
	\$1,000,000 aggregate				
(3)	<p>Business Automobile Liability. Business Automobile Liability covering all owned, hired, and non-owned vehicles.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Limits of Insurance</td> <td style="width: 50%;">\$1,000,000 per occurrence for bodily injury and property damage.</td> </tr> </table>	Limits of Insurance	\$1,000,000 per occurrence for bodily injury and property damage.		
Limits of Insurance	\$1,000,000 per occurrence for bodily injury and property damage.				
(4)	<p>Excess/Umbrella Liability</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Limit of Insurance</td> <td style="width: 50%;">\$1,000,000 per occurrence</td> </tr> </table>	Limit of Insurance	\$1,000,000 per occurrence		
Limit of Insurance	\$1,000,000 per occurrence				

The Outside Contractor agrees that the General Liability and Automobile Liability insurance policies shall be endorsed to name Brown County as additional insured's as respects: liability arising out of activities performed by or on behalf of the vendor/contractor; products and completed operations of

vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

Cancellation Notice

Brown County will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage.

Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County.

The certificates of insurance shall include reference to the contract name or RFP number in the description section of the certificate.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.

Brown County
Department of Administration
P.O. Box 23600
305 E. Walnut Street
Green Bay, WI 54305-23600

Questions

If any of the insurance requirements cannot be met, please contact the Brown County Human Resource Risk Administration to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance waiver form is completed.

**** Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract. ****

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2010 BUDGET PROCESS
(Sheriff's Department)

WHEREAS, a New Position or Position Deletion Request was submitted by the Sheriff's Department during the 2010 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has justified an increase in workload to support the new positions or has identified positions to be eliminated from the table of organization;

WHEREAS, the Sheriff's Department recommends the deletion of (1.00) FTE Secretary III and (.50) FTE Civil Process Clerk.

Secretary III	(1.00)	DELETION
Civil Process Clerk	(.50)	DELETION

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the table of organization requested through the 2010 budget process be effective January 1, 2010.

Fiscal Impact Salary and Fringe Benefits

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Secretary III	(1.00)	Deletion	\$(34,155)	\$(21,305)	\$(55,460)
Civil Process Clerk	(.50)	Deletion	\$(17,961)	\$(10,824)	\$(28,785)
Total Fiscal Impact (Sheriff's Department)			<u>\$(52,116)</u>	<u>\$(32,129)</u>	<u>\$(84,245)</u>

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

DATE: August 6, 2009
TO: Debbie Klarkowski
Human Resources Manager
FROM: Paula Kazik
Senior Human Resources Analyst
SUBJECT: Sheriff's Department - Accountant

As part of the 2009 organizational effectiveness initiative, Brown County continues to explore shared and centralized services. As part of this initiative, the Accountant position in the Sheriff's Department was evaluated. Discussions were held between Human Resources, Sheriff's Department, and Department of Administration. Additionally, the Accountant tracked his daily duties for a period, which provided the data for the evaluation and supports the recommendation.

This position provides:

- Accounting supports for the Sheriff's Department; assists in the development of the annual budget; assists in the preparation and administration of grants; provides all reports associated with budgets, grants, and other disbursements.
- Oversees and recommends improvements for and monitors cash management, balances and reconciles deposits and payments.
- Prepares internal reports on benefits, expenses, accounts payable and receivables
- Prepares analysis and special reports for proposed staffing changes or new programs.

In addition to providing support for the above mentioned duties, the Accountant position:

- Counts receipts from cash drawers and prepares deposits
- Collects, sorts, alphabetize, photocopy and deliver time cards to payroll
- Maintain department records regarding paid leave and reconcile periodically to payroll records.

The department utilizes this position at the skill and credentials of an accountant infrequently as a resource for compilation of data, and monthly and annually reporting. Other duties brought out as a result of the evaluation can be performed by a position requiring an Associates Degree. The financial system the county has recently implemented will allow for easier access to financial related information and will eliminate the need for the accountant to create and maintain financial spreadsheets at a department level.

Recommendation:

The relocation of the Sheriff's Department Accountant position to the Department of Administration will provide a better value to Brown County by;

- Allow for standardizing of accounting practices, processes, and controls
- Allow for cross training and provide accounting services to other county departments
- Focus on Sheriff's department's duties and requirements, but use the skills/credentials on true accounting duties.

Therefore, Human Resources is recommending the deletion of one (1) FTE Accountant position in the Sheriff's Department Table of Organization and the addition of one (1) FTE Accountant Position in the Department of Administration Table of Organization.

Attached, please find the fiscal impact associated with the above recommendations.

Accountant (transfer 1.0 FTE from sheriff dept to admin)

Total Fiscal Impact: \$0

2009 Annual Fiscal Impact:

		<u>Add to Admin</u>	<u>Delete from Sheriff</u>	<u>Net fiscal Impact</u>
Salary		54,449	(54,449)	-
Fica	3,990			
Health	17,333			
Dental	1,164			
Life	53			
LTD	196			
Ret	2,450			
Ret Cr	3,212			
Total Fringe		28,399	(28,399)	-
Total Salary & Fringe Impact		82,848	(82,848)	-

2009 Fiscal Impact 11/1/09 - 12/31/09:

		<u>Add to Admin</u>	<u>Delete from Sheriff</u>	<u>Net fiscal Impact</u>
Salary		9,075	(9,075)	-
Fica	665			
Health	2,889			
Dental	194			
Life	9			
LTD	33			
Ret	408			
Ret Cr	535			
Total Fringe		4,733	(4,733)	-
Total Salary & Fringe Impact		13,808	(13,808)	-

Pre-tax deducts

Health	1405.32
Dental	94.44
Life	60
Health Spending	312
Parking	420
Total Pre-tax Deducts	2291.76

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING
CHANGE IN TABLE OF ORGANIZATION
SHERIFF'S DEPARTMENT
(Transfer Accountant position from the Sheriff's Department
to the Department of Administration)

WHEREAS, the present Sheriff's Department Table of Organization includes an Accountant position in pay grade 19, salary range \$51,322 - \$61,280 of the Classification & Compensation Plan; and

WHEREAS, the position was intended to provide accounting services to the Sheriff's Department; and

WHEREAS, as part of the organizational effectiveness initiative to share and centralize services, the Accountant position was evaluated by Human Resources in conjunction with the Sheriff's Department and the Department of Administration; and

WHEREAS, it is recommended that the Accountant position be transferred from the Sheriff's Department Table of Organization to the Department of Administration's Table of Organization to allow for standardized accounting practices, processes and controls and so that this position can provide accounting services primarily for Sheriff's Department and then to other departments within Brown County; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves transferring the Accountant, pay grade 19, salary range \$51,322 - \$61,280 of the Classification & Compensation Plan from the Sheriff's Department Table of Organization to the Department of Administration's Table of Organization; and

BE IT FURTHER RESOLVED that the Accountant, pay grade 19, salary range \$51,322 - \$61,280 of the Classification & Compensation Plan be eliminated from the Sheriff's Department Table of Organization.

Fiscal Impact: None

Respectfully submitted,

ADMINISTRATION COMMITTEE
PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Approved By: _____

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
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Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

